



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Stone Mountain Memorial Association Stone Mountain Inn and Restaurant P.O. Box 775 Stone Mountain, Ga. 30086	Application Number 78-160	
Application Number		Date Received JUL 27 1978	Date Completed AUG 10 1978
2. Person to Contact John Cape		Working Title Bookkeeper	Telephone Number 469-3311 ext. 164
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1972 To Date		5. Records Series Title (followed by title used in office, if different) Inn/Restaurant Daily Financial Audit Reports (Night Auditor's Report)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Stone Mountain Inn and Restaurant provides lodging accommodations, meals, entertainment, and various personal services to the public. Meals are served to resident guests of the Inn and the general public, singly or in groups, and also for conventions, banquets and receptions. The Restaurant also caters for private parties held in the Park, but not in the Inn itself.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: auditing revenues received by both the inn and restaurant on a daily basis. Included are: (See attached) File is arranged: chronologically by date of audit.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>80</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>seldom</u> ; twenty-five months and older <u>?</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>12</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Summarized in annual outside audit performed by Delotte, Haskin, and Sells.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Partial duplication in Comptroller's Office.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>3</u> years.	d. Audit period	<u>1</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>1</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Georgia Code 92-3428a Public Revenue, Sales and Use Taxes - 3 year retention period.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal year; ☐ Other _____ then,

- ☒ Hold in the current files area 6 month(s) _____ year(s); then
- ☒ Transfer to local holding area, hold 2 1/2 year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Harry A. Bunde</i>	<i>July 24/1978</i>	<i>Miller</i>	<i>7-24-78</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>8-8-78</i>
		Secretary of State/Designee	<i>8-4-78</i>
		Attorney General/Designee	<i>8-9-78</i>

ATTACHMENT

Stone Mountain Memorial Association
"Inn/Restaurant Daily Financial Audit Reports"

item 7.

Included are: "Daily Restaurant Reports" (form SMI(R)-jc78125), which lists daily sales and receipts; "Room Charge Audit Reports" (form SMI/M 1075285), which lists room number, occupant, and charge; "Daily Gratuity Report" (form SMI/R/076023), which lists guest name, employee, and amount of gratuity; "Dining Room Cashier Report" (form SMI/R/076365), which lists cash and charge sales, corrected sales, deposit and total sales; "Gifts and Sundries Daily Cash Report" (form In 1X (4/78), which lists ending and open reading, cash and credit sales, and total sales; "Guest Check Control" (no form number), which lists each guest check number and the employee who wrote the check for the day; "Missing Check Report" (form SMI(R) 077146), which lists each check number that is missing, name of employee check issued to, and action taken; "Daily Folio Control Sheet" (no form number), which lists each room number of inn, and guests folio number and name; "Night Auditor's Machine Balance Report" (no form number), which lists each department of inn, description of action, total debits and credits, and machine balance; "Cash Report" (no form number), which lists classification of item, net totals, machine totals, and deposit amount; also included are the cash register tapes from each register for the day.